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# ADMINISTRATIVE APPLICATION SYSTEMS

## REHOST PLAN

ALMRS / Modernization Project

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1993b

Version 1-02-93







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## ADMINISTRATIVE APPLICATION SYSTEMS REHOST PLAN

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## ADMINISTRATIVE APPLICATION SYSTEMS REHOST PLAN

### 1 INTRODUCTION

#### 1.1 Charter

The Administrative Application Systems Rehost Project must rehost Bureauwide Administrative SIP I & II and State-unique administrative systems to the modernization contractor hardware/software platform. This will include delivery of all requirements, software, documentation and task orders to the contractor. This will also include development of acceptance procedures to ensure data conversion integrity, software meeting the same functional/application capabilities and contractual requirements. Work effort and job skills needed for reviewing of contractor deliverable products will be identified in the Plan.

#### 1.2 Objectives

- Provide complete documentation to award-winning contractor
- Ensure all application systems functionality is rehosted
- Qualified BLM personnel will review and test contract deliverables
- Data conversion cost kept to minimum

#### 1.3 Constraints

##### 1.3.1 Budget

Software development costs must be restricted to budgeted allocations.

##### 1.3.2 Schedule

##### 1.3.3 RFP Requirements

##### 1.3.4 User Agreements

### 2 CONVERSION PLANNING & ANALYSIS

#### 2.1 Purpose

Conversion planning and analysis consist of review, definition, development, implementation of new and revised procedures, and plans for converting applications systems and programs. This includes a detailed description of the work to be done, selection of conversion priorities and a schedule for applying the people to the work.



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### 2.2 Complete Rehost Work Group Activities

The Rehost Work Group will establish procedures to ensure that program documentation and software components are complete for turnover to the modernization contractor. This group will also determine quality reviews of contractor deliverable products, skills required (user representatives/programmers) and work months needed for these quality reviews. The Rehost Work Group will consist of liaison/representatives from each functional area involved in rehosting Administrative Systems. These members included representatives from Programming (SIP I & II), Data Administration, Data Base Administration, Configuration Management, and Request for Proposal (RFP) designated tools (CASE, Unix, Online Teleprocessing).

#### 2.2.1 Develop Monthly Project Management/Reporting Account

Develop planning standards, quality assurance, design issues, identify Rehost Work Group, develop discussion agenda, compile results and establish new team members according to requirements.

##### 2.2.1.1 Skills

Rehost Manager with designated team members from SIP I, SIP II, Data Administration, Configuration Management, Administrative Systems Support, Data Base, etc.

##### 2.2.1.2 Schedule

Start Date - 08/26/92  
End Date - 12/11/93  
Duration - 5 months  
1 day per status report

##### 2.2.1.3 Dependencies - None

##### 2.2.1.4 Deliverables

Monthly rehost status report  
Discussion results, procedures for work packages, quality review of current work package components, design approaches for evaluation of contractor deliverables



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2.2.2 Develop Memorandum to Request and Justify Rehost Work Group Services

2.2.2.1 Skills

Rehost Manager

2.2.2.2 Schedule

Start Date - 08/03/92

End Date - 08/14/92

Duration - 9 Days

2.2.2.3 Dependencies - None

2.2.2.4 Deliverables

Rehost Work Group memo.

2.2.3 Develop Task Order Criteria

Standards, testing procedures, work package procedures, change control procedures, identify contractor deliverables and evaluation criteria for evaluating contract deliverables.

2.2.3.1 Skills

Rehost Manager with team members from SIP I, SIP II, Data Administration, Configuration Management, Administrative Systems Support, Data Base, etc.

2.2.3.2 Start Date - 08/26/92

End Date - 10/30/92

Duration - 2 months

2.2.3.3 Dependencies

Develop monthly Project Management/Reporting Account.

2.2.3.4 Deliverables

Task order criteria, testing procedures, work packages procedures, standards, contract deliverable evaluation criteria.



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### 2.3 Develop Test and Evaluation Procedure

The purpose of the Test and Evaluation Work Group is to generate and provide a test procedure to verify the quality of Rehosted software. The product from this Work Group is a Test and Evaluation Master Plan (TEMP). From the ALMRS/Modernization TEMP we will identify the requirements for the Administrative Systems Test Procedure.

#### 2.3.1 Skills

Rehost Manager

#### 2.3.2 Schedule

Start Date - 10/06/92

End Date - 11/30/92

Duration - 2 months

#### 2.3.3 Dependencies - None

#### 2.3.4 Deliverables

Test and Evaluation Master Plan

### 2.4 Establish User Acceptance Group

#### 2.4.1 Assign User Representatives

User representatives will be assigned for each administrative application system being rehosted.

##### 2.4.1.1 Skills

Rehost Manager, SIP I & II Managers

##### 2.4.1.2 Schedule

Start Date - 09/01/92

End Date - 11/30/92

Duration - 3 months

##### 2.4.1.3 Dependencies

Develop monthly Project Management/Reporting Account.



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### 2.4.1.4 Deliverables

Assign acceptance team members to review contract deliverables.

### 2.4.2 Assign Systems Analysts/Programmers

#### 2.4.2.1 Skills

Rehost Manager, SIP I and II Manager

#### 2.4.2.2 Schedule

Start Date - 01/25/93

End Date - 02/05/93

Duration - 2 weeks

#### 2.4.2.3 Dependencies

Assign user representatives.

#### 2.4.2.4 Deliverables

Assign programmers to review Rehosted System deliverables.

### 2.5 Determine Priority for Rehosted Systems

Rehost Work Group with assistance from the acceptance group will determine priorities for rehosting administrative systems. SIP I and SIP II managers must meet with user representatives to determine system priorities. Rehost Manager will participate in meetings.

#### 2.5.1 Skills

Rehost Manager, SIP I & II Managers, User Representatives

#### 2.5.2 Schedule

Start Date - 01/11/93

End Date - 01/22/93

Duration - 2 weeks

#### 2.5.3 Dependencies

Establish User Acceptance Group.



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### 2.5.4 Deliverables

System priorities, resource planning.

### 2.6 Establish Rehost Operating Procedures

Procedures will be part of the information provided to the contractor under task order. These procedures will be guidelines for the modernization contractor to develop operational procedures.

#### 2.6.1 Provide Software Change Control Procedure

Changes after requirements/software have been baselined must be applied to rehosted software. SC-340 (Joe Strong) has written a change control procedure. Only regulatory and major bug fixes will be allowed on Honeywell after contract award. After government acceptance of converted software systems, SC-340 will take the responsibility for changes on the modernization platform.

##### 2.6.1.1 Skills

Rehost Workgroup, SIP I & II Managers, User Representatives

##### 2.6.1.2 Schedule

Start Date - 09/01/92

End Date - 11/30/92

Duration - 2 months

##### 2.6.1.3 Dependencies

Develop task order criteria.

##### 2.6.1.4 Deliverables

Software change control procedure.

#### 2.6.2 Provide Standards

##### 2.6.2.1 Provide Operational Standard

Operations Handbook should be used as a guideline for the contractor. This should be included with Administrative Services Rehost Plan task order. SC-340 (Joe Strong) division will actually write new modernization operational procedures. The



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Rehost Manager is coordinating this with the Division of Systems Operations/Maintenance and Support Services pilot test group. They said this procedure will not be ready for contract award.

### 2.6.2.1.1 Skills

Rehost Manager, SIP I & II Configuration Management

### 2.6.2.1.2 Schedule

Start Date - 10/01/92

End Date - 11/30/92

Duration - 2 months

### 2.6.2.1.3 Dependencies

Develop task order criteria.

### 2.6.2.1.4 Deliverables

Operational procedures for task order.

### 2.6.2.2 Provide Design/Software Standard

Software Engineering Technology (SET) procedures will be used for design/software standard. SIP I will use the Branch of Computer Applications Maintenance Services version of SET. SIP II will use the July 28, 1992, version of SET.

### 2.6.2.2.1 Skills

Rehost Work Group

### 2.6.2.2.2 Schedule

Start Date - 09/01/92

End Date - 09/30/92

Duration - 1 month

### 2.6.2.2.3 Dependencies

Develop task order criteria.

### 2.6.2.2.4 Deliverables

Design/software standard for task order.



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### 2.6.2.3 Provide Dictionary

Naming standards are outlined in SET, page 29, but actual names will be documented by Data Administration (Melanie Rhinehart). FIPS 156 documents standard for function requirements. Memo: Standard Naming Convention Policy for Data Elements, dated 12/10/92, documents naming standards. The memo standards will only apply to redesigned Data Dictionary. Data Administration will document Administrative and Records Release II elements only. Any data changes to the new dictionary will come under new data operational procedures developed by SC and WO Data Administration.

#### 2.6.2.3.1 Skills

Data Administration

#### 2.6.2.3.2 Schedule

Start Date - 10/01/92

End Date - 11/30/92

Duration - 2 months

#### 2.6.2.3.3 Dependencies

Develop task order criteria.

#### 2.6.2.3.4 Deliverables

Dictionary standard for task order.

### 2.6.2.4 Provide Data Base

Naming standards are outlined in SET. Even though SET is written for COBOL, naming conventions can be used when technically feasible on the modernization platform. Pages 19 and 29 of the SET reference these standards.

#### 2.6.2.4.1 Skills

Rehost Work Group

#### 2.6.2.4.2 Schedule

Start Date - 10/01/92

End Date - 11/30/92

Duration - 2 months



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### 2.6.2.4.3 Dependencies

Develop task order criteria.

### 2.6.2.4.4 Deliverables

Data base standard for task order.

### 2.6.2.5 Provide Online Teleprocessing Standard

There appears to be no standard for online screens. There is a Division of Systems Engineering User Interface Standards Handbook which was used for an Oracle (DB) application. A Graphical User Interface (windows) capability will be provided. How much of this capability will be determined at design stage. GUI design approach may dictate a screen entry standard.

#### 2.6.2.5.1 Skills

Rehost Work Group

#### 2.6.2.5.2 Schedule

Start Date - 10/01/92

End Date - 11/30/92

Duration - 2 months

#### 2.6.2.5.3 Dependencies

Develop task order criteria.

#### 2.6.2.5.4 Deliverables

Online teleprocessing standard for task order.

### 2.6.2.6 Provide List of Critical Contractor Deliverable Reviews

DOD-STD-2167A was used as a guideline for determining contract deliverables. More so, the condition of provided documentation determined the level of detail required of reviews. Example: If SIP II does not produce a test plan, a review of contractor test plan will be required.

#### 2.6.2.6.1 Skills

Rehost Work Group



**2.6.2.6.2 Schedule**

Start Date - 10/01/92  
End Date - 10/30/92  
Duration - 1 months

**2.6.2.6.3 Dependencies**

Develop task order criteria.  
Develop Test and Evaluation Procedure.

**2.6.2.6.4 Deliverables**

Critical deliverable review standard for task order.

**2.6.3 Develop Data Conversion Procedure**

The contractor must propose a Data Conversion Plan, but the Rehost Work Group must determine task order criteria, review, and recommend approval of contractor proposed Data Conversion Plan. The government will determine contract deliverables to ensure complete accuracy of data conversion. For example, what type of reports will be required as evidence?

**2.6.3.1 Identify Master Files and Archive Files - Milestone**

This task will include an inventory list and formats of all DMIV and other files to be converted. COBOL and Utility programs will be developed to download and convert all elements containing comp, comp-4, comp-6 to flat files (display format). Administrative Systems Support Section (Rick Graham) is preparing COBOL and utility programs for this conversion. A flat file for all SIP I and II systems will be delivered to the contractor for testing. This will include DMIV files.

Inventory of historical files will be provided by SC-340 and determination of retention by SC-210. Matt Krimmer (SC-343B) and Doris Hanley (SC-343B-2) will develop a memorandum and maintain inventory of historical and archived ASPEN files that need to be moved to the modernization platform. After contract award, we need to reexamine this issue. If ASPEN is available on Modernization platform, a conversion will still be needed. If ASPEN is not available, a conversion to the new data base will be required.



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### 2.6.3.1.1 Skills

SIP I & II Configuration Management, Data Administration, Records Management

Full Time - Rick Graham - 2 weeks  
Doris Hanley - 2 weeks

### 2.6.3.1.2 Schedule

Start Date - 02/01/93  
End Date - 02/12/93  
Duration - 2 weeks

### 2.6.3.1.3 Dependencies - None

### 2.6.3.1.4 Deliverables

Inventory and format descriptions for master and archive files.  
Conversion programs to convert DMIV and master files to flat files for all SIP I and II systems.

### 2.6.3.2 Review Lists and Formats for Master Files and Archive Files

This task will verify accuracy and completion of all master and archive files.

#### 2.6.3.2.1 Skills

Rehost Work Group

#### 2.6.3.2.2 Schedule

Start Date - 02/15/93  
End Date - 02/19/93  
Duration - 1 week

#### 2.6.3.2.3 Dependencies

Identify master files and archive files.

#### 2.6.3.2.4 Deliverables

Review list and formats for master files and archive files.



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### 2.6.3.3 Procedure to Perform Data Conversion

A test procedure needs to be developed to ensure that data conversion was tested. For example, parallel reports, data sampling, and ad hoc queries by user representatives can be run.

#### 2.6.3.3.1 Skills

Rehost Work Group

#### 2.6.3.3.2 Schedule

Start Date - 01/25/93

End Date - 01/29/93

Duration - 1 week

#### 2.6.3.3.3 Dependencies

Develop task order criteria.

#### 2.6.3.3.4 Deliverables

Data conversion procedure for task order.

### 2.6.3.4 Develop Data Element Dictionary (DED) Procedure

How will BLM deliver Data Dictionary (DD) as baseline for testing and implementation? Currently, the DD functions as a Data Element Dictionary only. RFP specifies FIPS Pub 156 which implies more relational capabilities. Current functional capabilities will be specified by the Software Requirements Specification (SRS) which is a SIP Phase II deliverable. Individual Interface Requirements Specifications will be prepared for all SIP I and II systems that use the DED for code validation and conversion. This will also include reporting capabilities. Numerous reports exist to support the DED. Barney Poole has utility program to download current DED into transaction format. Task order for DD needs a great deal of inspection and review. Its functional capabilities are critical to support of existing administrative systems.

#### 2.6.3.4.1 Skills

Rehost Manager, Data Administration



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### 2.6.3.4.2 Schedule

Start Date - 11/30/92

End Date - 12/11/92

Duration - 2 weeks

### 2.6.3.4.3 Dependencies

Develop task order criteria.

### 2.6.3.4.4 Deliverables

Data Element Dictionary procedure for Rehost.

## 2.6.4 Develop Testing Procedure

### 2.6.4.1 Develop Acceptance Criteria

This should include a percentage of rehosted code that must be tested for functional requirements. It should also include acceptable performance for user response time, batch processing, file transfer on network and backup operational performance.

#### 2.6.4.1.1 Skills

Rehost Work Group

#### 2.6.4.1.2 Schedule

Start Date - 12/01/92

End Date - 12/11/92

Duration - 2 weeks

#### 2.6.4.1.3 Dependencies

Develop test and evaluation procedure

#### 2.6.4.1.4 Deliverables

Acceptance criteria for rehost activities.

### 2.6.4.2 Identify Critical Reviews

This will describe how BLM conducts reviews of contractor deliverable products and independent reviews conducted in pilot office testing. These reviews are essential for planning assigned people to reviews.



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2.6.4.2.1 Skills

Rehost Manager

2.6.4.2.2 Schedule

Start Date - 12/11/92

End Date - 12/25/92

Duration - 2 weeks

2.6.4.2.3 Dependencies

Develop acceptance criteria.

2.6.4.2.4 Deliverables

Critical review procedure for contract deliverables.

2.6.5 Evaluate Security Procedures

The RFP, SRS, and SIP I and II documentation will be evaluated. Demonstrations of user interface will be used to evaluate actual security levels.

2.6.5.1 Skills

Rehost Manager, Rehost Work Group

2.6.5.2 Schedule

Start Date - 01/04/93

End Date - 01/15/93

Duration - 2 weeks

2.6.5.3 Dependencies

Develop task order criteria.

2.6.5.4 Deliverables

Security requirements for Rehost activities.

2.6.6 Develop Administrative System Certification Procedure

This will describe how and who will certify rehosted systems.



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### 2.6.6.1 Develop Certification Procedure

Application certification must include review by SIP I and SIP II managers as well as a user representative and programmers. This certification is required before the contractor can be paid for each administrative application system..

#### 2.6.6.1.1 Skills

Rehost Work Group

#### 2.6.6.1.2 Schedule

Start Date - 01/04/93

End Date - 01/15/93

Duration - 2 weeks

#### 2.6.6.1.3 Dependencies

Develop test and evaluation procedure.

#### 2.6.6.1.4 Deliverables

Certification procedure for sponsor.

#### 2.6.6.2 (Reserved)

### 2.6.6.3 Develop System Transfer/Turnover Procedure

System transfer/turnover procedure will document when administrative system is to be released for production processing by the State. This procedure is for turnover to the O&M owners.

#### 2.6.6.3.1 Skills

Rehost Manager

#### 2.6.6.3.2 Schedule

Start Date - 01/25/93

End Date - 01/29/93

Duration - 1 week

#### 2.6.6.3.3 Dependencies

Develop certification procedure.



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### 2.6.6.3.4 Deliverables

System transfer/turnover procedure for owner acceptance.

## 3 WORK PACKAGE IDENTIFICATION AND PREPARATION

### 3.1 Purpose

Work package identification and preparation consists of definition of what is a work package; identification of all programs, files, documentation, test data, establishment of an inventory and control system for the work packages and review of work package completeness.

### 3.2 Assemble State-Unique Administrative System Work Package

#### 3.2.1 Establish Standards for SO Work Packages

Standards for State Office work packages are established. Contract estimated costs for rehosting will be determined. The purpose is to provide a uniform standard that is consistent with current BLM documentation. This will reduce modernization contractor's efforts. One standard will reduce modernization contractor's analysis of documentation.

##### 3.2.1.1 Skills

Rehost Work Group

##### 3.2.1.2 Schedule

Start Date - 08/03/92  
End Date - 08/11/92  
Duration - 9 Days

##### 3.2.1.3 Dependencies - None

##### 3.2.1.4 Deliverables

SO work package standard.

##### 3.2.2 Send Memo for List

Obtain work package of SIP systems targeted for rehosting at State Offices by this contract. This included estimated costs for rehosting and standards for work package.



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### 3.2.2.1 Skills

Rehost Manager

### 3.2.2.2 Schedule

Start Date - 08/12/92

End Date - 09/08/92

Duration - 19 Days

### 3.2.2.3 Dependencies

Establish standards for SO work packages.

### 3.2.2.4 Deliverables

Updated State Office unique-list and work package memo.

### 3.2.3 Send Memo for State Plan

We need the States to develop a plan for their State-unique systems. They need to evaluate the level of effort for the conversion in determining whether State programmers or a contractor will be needed.

### 3.2.3.1 Skills

Rehost Manager

### 3.2.3.2 Schedule

Start Date - 01/04/93

End Date - 01/08/93

Duration - 1 week

### 3.2.3.3 Dependencies

Memo for rehosting State-unique plan.

### 3.2.3.4 Deliverables

State plan for rehosting State-unique memo.



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### 3.2.4 Review SO Work Package

This review will consist of reviewing for SET standards and completeness of State-unique systems work package. Nevada is the only State that may use the modernization contractor for rehosting. As of this printing they have not completed their analysis to determine if the modernization contractor will be used. We asked for their analysis in November.

#### 3.2.4.1 Skills

Rehost Manager

#### 3.2.4.2 Schedule

Start Date - 02/01/93

End Date - 02/12/93

Duration - 2 weeks

#### 3.2.4.3 Dependencies

Send memo for State plan for rehosting State-unique systems.

#### 3.2.4.4 Deliverables

Authorized SO work package.

### 3.3 Assemble Bureauwide Administrative Systems Work Package

#### 3.3.1 Establish Work Package Procedures

SIP I has this primary responsibility. SIP II has only an SRS. SIP I has an assortment of documentation, source listings, tapes, etc., that has been defined. This inventory is maintained and controlled by Corrine Rhodes and Doris Hanley.

##### 3.3.1.1 Skills

SIP I & II Configuration Management Manager

##### 3.3.1.2 Schedule

Start Date - 11/23/92

End Date - 11/27/92

Duration - 1 week



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### 3.3.1.3 Dependencies

Develop task order criteria.

SIP I and II completed work package.

### 3.3.1.4 Deliverables

Bureauwide administrative work package procedure.

### 3.3.2 Review Bureauwide Work Packages (sample)

This would include assembly of all work packages and review. This documentation must be reviewed for SET standards, external interfaces and security requirements. SIP I does not document security requirements. SIP II should, but we need to validate. There is an external interface for Bond/Surety with Records Release II. Some Online screen/edit functions reside on DPS6. These need inspection. RETARS has distributed (State) resident front end application software. Two files FY 93 and holiday are centrally located on the DPS8000. The DPS6 has a contingency (backup system) function.

#### 3.3.2.1 Skills

2 Systems Analysts in SIP I & II

#### 3.3.2.2 Schedule

Start Date - 02/15/93

End Date - 02/26/93

Duration - 2 weeks

#### 3.3.2.3 Dependencies

Establish work package procedures.

#### 3.3.2.4 Deliverables

Reviewed Bureauwide work package, quality assurance of work package.



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### 3.3.3 Procedure for Turnover to Contractor

How work package and task orders will be sent to contractor. The considerable volume of documentation plus contractual task order must be organized and delivered together to the modernization contractor. Much of the documentation is physically stored with SIP II Project, Configuration Management (SC-342), and Production Library (SC-343C).

#### 3.3.3.1 Skills

Rehost Manager

#### 3.3.3.2 Schedule

Start Date - Award - 1  
End Date - Award - 1/2  
Duration - 1 week

#### 3.3.3.3 Dependencies

Review Bureauwide work packages.

#### 3.3.3.4 Deliverables

Work package procedure for turnover to contractor.

### 3.3.4 Assembly of SIP I Work Package

SIP I Configuration Management must assemble work packages for eleven systems. This requires a great deal of effort to assemble Software Product Specification, Version Description Document, Software Test Description, Production Library Room Book, Software Users Guide, System Flowchart, JCL, Structure Diagram, Test Data and Source Listings. Hard copies, diskettes and tapes must be produced.

#### 3.3.4.1 Skills

SIP I Configuration Management

#### 3.3.4.2 Schedule

Start Date - Award - 1 1/2  
End Date - Award - 1  
Duration - 2 weeks



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### 3.3.4.3 Dependencies

Review Bureauwide work packages.

### 3.3.4.4. Deliverables

Actual SIP I Bureauwide work packages delivered to contractor.

### 3.3.5 Assembly of SIP II Work Package

SIP II Configuration Management must assemble work packages that are complete. This requires a minimal amount of effort to assemble a software and interface requirements document. The Data Element Dictionary (DED) software requirements document must be ready for delivery with SIP I documentation.

#### 3.3.5.1 Skills

SIP II Configuration Management

#### 3.3.5.2 Schedule

Start Date - Award - 1/2

End Date - Award -

Duration - 1 week

#### 3.3.5.3 Dependencies

Review Bureauwide work packages.

#### 3.3.5.4 Deliverables

Actual SIP II Bureauwide work packages delivered to contractor.

## 4 (RESERVED)

## 5 PRE-AWARD ACTIVITIES

General skills that are needed will include knowledge of work orders, contracting knowledge and knowledge of BLM requirements.

### 5.1 Develop Administrative Services Rehosting Guidelines

The Administrative Services Rehosting guidelines will contain standards and procedures for BLM design and software conversion. The standards will include operations handbook, Data Dictionary change procedures and names, Data Base names, critical product reviews, and testing. Before the contractor can recommend design



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approaches, they will need the ground rules of how BLM operates. These guidelines will include delivery date and work months for negotiation with the contractor. The contractor will produce an Administrative Services Rehosting Plan based on these guidelines.

### 5.1.1 Skills

Rehost Manager, Configuration Management, knowledge of procedures and standards for design, software, dictionary, data base, teleprocessing, critical product reviews, and testing.

Full time - 1 week

Technical Manager

### 5.1.2 Schedule

Start Date - Award - 2.5

End Date - Award - 2

Duration - 2 weeks

### 5.1.3 Dependencies

Establish rehost operating procedures.

### 5.1.4 Deliverables

Develop Administrative Services Rehosting guidelines.

## 5.2 Develop Data Conversion Guidelines

The contractor will be required to produce a Data Conversion Plan that ensures complete integrity of BLM Data (master and historical files). To ease this conversion, BLM has SIPed most of SIP I systems which means that most COMP, COMP-4, COMP-6 fields have been converted to display format and files will be in flat file format. SIP II has DMIV data bases. These DMIV data bases can be converted to flat files. BLM will deliver master files (in flat file format) to the contractor to use as baseline files for testing. The contractor must produce reports of baseline files and a report of uploaded modernization data base. These guidelines will include delivery date and work months for negotiation with contractor. The data conversion plan must demonstrate that all data has been converted and the contractor has a correct interpretation of elements and their business use.



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### 5.2.1 Skills

Rehost Manager, Configuration Management, Data Administration, Records Management, knowledge of master files and archive files and their formats to be rehosted to new hardware/software platform. Also, knowledge of reports to be used to verify data conversion.

Full time - 1 week  
Data Administrative Manager  
Data Base Manager  
Honeywell Technician  
Data Conversion Technician

### 5.2.2 Schedule

Start Date - Award - 2.5  
End Date - Award - 2  
Duration - 2 weeks

### 5.2.3 Dependencies

Conversion planning & analysis.  
Establish rehost operating procedures.  
Data conversion procedure.

### 5.2.4 Deliverables

Data conversion guidelines.

### 5.3 Receive Transition Guidelines

The contractor shall develop, implement and maintain a transition plan for migrating from BLM current environment to the provided target system. The Hardware/Software Telecommunications section, SC-312, will be assigned this task.

#### 5.3.1 Skills

Hardware/Software Telecommunications Section

#### 5.3.2 Schedule

Start Date - Award - 2.5  
Due Date - Award - 2  
Duration - 2 weeks



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### 5.3.3 Dependencies

Conversion planning & analysis  
Establish rehost operating procedures

### 5.3.4 Deliverables - None

## 5.4 Receive Security Management Guidelines

The RFP and SRS do not document all security requirements of the current system. RFP language is open for interpretation. The SRS will document security that is imbedded in software code for SIP II. SIP I does not have security documentation. Levels of security outside of application code will be documented to ensure the same functionality of the current system. It's important to note that TP and file access method for flat files have unique security restrictions controlled by user representatives. The Hardware/Software Telecommunications Section will develop security management guidelines.

### 5.4.1 Skills

Full time - 2 days  
Security Officer  
Hardware/Software Telecommunications Section

### 5.4.2 Schedule

Start Date - Award - 1.5  
Due Date - Award - 1  
Duration - 2 weeks

### 5.4.3 Dependencies

Security procedure.

### 5.4.4 Deliverables - None

## 5.5 Develop Rehost State-Unique Systems Guidelines

At this time, only Nevada has identified State-unique systems to be rehosted by the modernization contractor. Nevada still needs to do their analysis and have been late on our request for documentation. The State-unique documentation will be delivered to the contractor. These guidelines will include delivery dates, work months, and cost estimates for negotiating with the contractor.



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### 5.5.1 Skills

Rehost Manager, Configuration Management

### 5.5.2 Schedule

Start Date - Award - 2  
End Date - Award - 1.5  
Duration - 2 weeks

### 5.5.3 Dependencies

Review SO work package.

### 5.5.4 Deliverables

Rehost State-unique systems guidelines.

## 5.6 Develop Rehost SIP I Systems Guidelines

This will include standards for documentation and software, change control procedures, testing, data conversion integrity, reporting, and BLM critical reviews of modernization contractor deliverables. Several SIP I systems (Cadastral Survey, Personal Property, Fire Reporting) were identified as having Honeywell TP online coding. The Transaction Processing (TP) portion has not been SIPed. An SRS should be completed by SC-342. These guidelines will include delivery dates and work months for negotiation with contractor.

### 5.6.1 Skills

Rehost Manager, Configuration Management, Systems Analyst from SIP I

Full time - 2 weeks

SIP I Configuration Management - 2 people

### 5.6.2 Schedule

Start Date - Award - 2  
End Date - Award - 1.5  
Duration - 2 weeks

### 5.6.3 Dependencies

Review Bureauwide work packages.



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### 5.6.4 Deliverables

Rehost SIP I systems guidelines.

### 5.7 Develop Rehost SIP II Systems Guidelines

BLM will prepare a test plan for the contractor. The contractor will produce a preliminary and detailed design and new rehosted software. All SRS and IRS documentation will be ready at contract award except Material Disposal System, Wildlife, and BIFC Fire Management Plan. All work will have scheduled delivery dates to ensure 11 SIP systems are rehosted by the contractor in 9 months. These guidelines will include delivery dates and work months for negotiation with the contractor.

#### 5.7.1 Skills

Rehost Manager, Configuration Management, Systems Analyst from SIP II

Full time - 2 weeks

SIP II Configuration Management Manager - 1 person

#### 5.7.2 Schedule

Start Date - Award - 1.5

End Date - Award - 1

Duration - 2 weeks

#### 5.7.3 Dependencies

Review Bureauwide work packages.

#### 5.7.4 Deliverables

Rehost SIP II systems guidelines.

### 5.8 (Reserved)

### 5.9 Develop Rehost Maintenance Guidelines

Regulatory and program fixes that were implemented after software was frozen, will be tasked to BLM programmers for SIP I. Once BLM has accepted the converted baseline software, O&M will apply 1260 changes to the new modernization platform. For SIP II, we need to determine, whether 1260's that were initiated/completed since SCD-IM-92-157 froze SRS on September 1, will be given to contractor for design or O&M to apply later to software. If O&M applies, they should update design specification as well.



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These guidelines will include delivery dates and work months for negotiation with the contractor.

### 5.9.1 Skills

Rehost Manager, Configuration Management

### 5.9.2 Schedule

Start Date - Award - 1  
End Date - Award - .5  
Duration - 2 weeks

### 5.9.3 Dependencies

Develop Rehost SIP I systems task orders.  
Develop Rehost SIP II systems task orders.

### 5.9.4 Deliverables

Rehost maintenance guidelines.

## 5.10 Negotiate Plan Proposals

Contractor will submit proposals for plans. This will include work months and costs for conversions and design solutions. The government will negotiate the acceptability of work months and costs to the government.

### 5.10.1 Negotiate Administrative Services Rehosting Plan

#### 5.10.1.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.1.2 Schedule

Start Date - Award + 1  
End Date - Award + 1.5  
Duration - 2 weeks

#### 5.10.1.3 Dependencies

Develop Administrative Services Rehosting guidelines.



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### 5.10.1.4 Deliverables

Administrative Rehosting Negotiation.

### 5.10.2 Negotiate Data Conversion Plan

#### 5.10.2.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.2.2 Schedule

Start Date - Award + 1.5

End Date - Award + 2

Duration - 2 weeks

#### 5.10.2.3 Dependencies

Develop data conversion plan guidelines.

### 5.10.2.4 Deliverables

Data conversion negotiation.

### 5.10.3 Negotiate Transition Plan

#### 5.10.3.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.3.2 Schedule

Start Date - Award + 1.5

End Date - Award + 2

Duration - 2 weeks

#### 5.10.3.3 Dependencies

Develop transition guidelines.



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### 5.10.3.4 Deliverables

Transition negotiation.

### 5.10.4 Negotiate Security Management Plan

#### 5.10.4.1 Skills

Rehost Manager, Contract Officer, Security Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.4.2 Schedule

Start Date - Award + 2  
End Date - Award + 2.5  
Duration - 2 weeks

#### 5.10.4.3 Dependencies

Develop security management guidelines.

#### 5.10.4.4 Deliverables

Security negotiation.

### 5.10.5 Negotiate Rehost State-Unique Systems

#### 5.10.5.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.5.2 Schedule

Start Date - Award + 2.5  
End Date - Award + 3  
Duration - 2 weeks

#### 5.10.5.3 Dependencies

Develop Rehost State-unique systems guidelines.



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5.10.5.4 Deliverables

State-unique negotiation.

5.10.6 (Reserved)

5.10.7 Negotiate Rehost SIP I Systems

5.10.7.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

5.10.7.2 Schedule

Start Date - Award + 3  
End Date - Award + 3.5  
Duration - 2 weeks

5.10.7.3 Dependencies

Develop rehost SIP I systems guidelines.

5.10.7.4 Deliverables

Rehost SIP I systems negotiation.

5.10.8 Negotiate Rehost SIP II Systems

5.10.8.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

5.10.8.2 Schedule

Start Date - Award + 4  
End Date - Award + 4.5  
Duration - 2 weeks

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### 5.10.8.3 Dependencies

Develop rehost SIP II systems guidelines.

### 5.10.8.4 Deliverables

Rehost SIP II systems negotiation.

### 5.10.9 Negotiate Rehost Maintenance

#### 5.10.9.1 Skills

Rehost Manager, Contract Officer, Budget Analyst -- all of whom will require contract negotiation skills, intimate knowledge of RFP, understanding systems design, project schedule, knowledge of reasonable amount of work effort needed and costs for task completion.

#### 5.10.9.2 Schedule

Start Date - Award + 11

End Date - Award + 11.5

Duration - 2 weeks

#### 5.10.9.3 Dependencies

Develop rehost maintenance guidelines.

#### 5.10.9.4 Deliverables

Rehost maintenance negotiation.

## 6 TRAINING

Reference ALMRS/Modernization Training Plan.

## 7 SYSTEM DESIGN

### 7.1 Review Administrative Services Rehost Plan

The contractor proposed Administrative Services Rehost Plan will be reviewed for requirements in RFP Section J.12.12.2. This will represent a comprehensive management approach for project organization, control, reporting procedures, quality assurance, assumptions, constraints, security, standards, guidelines, transition, implementation, training, and scheduling of resources.



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### 7.1.1 Skills

Rehost Manager, Data Administration, one Systems Analyst from  
SIP I & II  
Full time - 3 days  
Technical Manager

### 7.1.2 Schedule

Start Date - Award + 1  
End Date - Award + 1.5  
Duration - 2 weeks

### 7.1.3 Dependencies

Contract Award

### 7.1.4 Deliverables

Administrative Services Rehost Plan.

## 7.2 Review Data Conversion Plan

The contractor must produce a data conversion plan that assures integrity of BLM data on transitioning to modernization platform. BLM will provide baseline data bases for SIPed systems that will be downloaded to flat files. Format descriptions will be included. This will reduce the cost and work months needed by contractor.

### 7.2.1 Skills

Rehost Manager, Data Administration, two Systems Analysts from  
SIP I & II, knowledge of inventory of master files and archive  
files to rehost to new hardware/software platform. Also,  
knowledge of reports to be used to verify data conversion.

Full time - 1 week  
Data Administration Manager  
Data Base Manager - 2 people  
Technical Manager  
SIP I and II Representative

### 7.2.2 Schedule

Start Date - Award + 1.5  
End Date - Award + 2  
Duration - 2 weeks

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### 7.2.3 Dependencies

Review Administration Services Rehost Plan.

### 7.2.4 Deliverables

Data Conversion Plan.

## 7.3 Review Transition Plan

Primary review responsibility will be Hardware/Software Telecommunications Section, but the Rehost Manager must review for impact to Rehosted Administrative Systems.

### 7.3.1 Skills

Rehost Manager, one Systems Analyst from SIP I & II, knowledge of current BLM operating environment and knowledge of modernization hardware/software operating environment.

Full time - 2 days  
Technical Manager

### 7.3.2 Schedule

Start Date - Award + 1.5  
End Date - Award + 2  
Duration - 1 week

### 7.3.3 Dependencies

Review Administration Services Rehost Plan.

### 7.3.4 Deliverables

Transition Plan.

## 7.4 Review Security Management Plan

Primary review responsibility will be Hardware/Software Telecommunications Section, but rehost project must review to ensure accuracy of software application security. Software application security must have same functional requirements as the Honeywell.



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### 7.4.1 Skills

Rehost Manager, Security Officer, knowledge of BLM security requirements.

Full time - 2 days

Security Officer

Technical Manager

Data Base Manager

### 7.4.2 Schedule

Start Date - Award + 2

End Date - Award + 2.5

Duration - 1 week

### 7.4.3 Dependencies

Review Administrative Services Rehost Plan.

### 7.4.4 Deliverables

Security Management Plan.

## 7.5 Review SIP I Documentation and SIP II SRS with Contractor

All documentation must be reviewed with contractor to ensure completeness and to resolve misunderstandings before design begins.

### 7.5.1 Skills

Rehost Manager

Technical Manager

### 7.5.2 Schedule

Start Date - Award + 2.5

End Date - Award + 3

Duration - 1 day

### 7.5.3 Dependencies

Review Administrative Services Rehost Plan

### 7.5.4 Deliverables

Complete baseline documentation.



## 7.6 Review Preliminary Design

### 7.6.1 Review Software and Interface Design Documents

The contractor shall develop a preliminary design for each Computer Software Configuration Item (CSCI) by analyzing software & interface requirements specifications to produce a preliminary software & interface design document. BLM will review design for technical application and user acceptability. People for all functional areas will be identified to complete review.

#### 7.6.1.1 Skills

Rehost Manager, two Systems Analysts from SIP II, Data Administration, Technical review - understanding of current systems methodology and modernization platform, understanding of systems requirements for SIP I & II systems, knowledge of current teleprocessing applications and data base requirements.

Business functions - evaluate SIP II system designs.

Data Dictionary - understands current Data Dictionary functions, data elements, edit values and future BLM Data Dictionary needs.

Data Base - knowledge of current hierarchial data base design structure, analysis needed to build relational data base.

Data Conversion - knowledge of master and archive file inventory and format descriptions, ability to run independent file compare tests.

Full time -

Technical Manager - 2 weeks per system

Data Administration Manager - 2 weeks

Data Base Manager - 2 weeks

Honeywell Expert - 2 weeks

Eleven Systems SIP II

User Representative - 2 weeks per system

Systems Analyst - 2 weeks per system

Programmer - 2 weeks per system

Quality Assurance Specialist - 2 days

Systems: Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)



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Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

**7.6.1.2 Schedule**

Start Date - Award + 3  
End Date - Award + 8  
Duration - 5 months

**7.6.1.3 Dependencies**

Review Contractor Administration Services Rehost Plan.  
Review Contractor Data Conversion Plan.  
Review Contractor Security Management Plan.

**7.6.1.4 Deliverables**

Eleven software & interface design documents.

**7.6.2 Develop Software Test Plan**

SIP II analysts shall identify the formal qualification tests (Test Plan) to be conducted to comply with the qualification requirements identified in the software requirements specification. SIP II analysts shall establish test requirements for conducting CSCI integration and testing that include stressing the software to the limits of its specified requirements. BLM user representatives and application programmers must ensure that the test plan will verify that BLM systems requirements are tested.

**7.6.2.1 Skills**

Two Systems Analysts from SIP II, User Representative/Programmer per assigned system

Test Manager - 2 weeks per system  
Eleven Systems SIP II  
User Representative - 2 weeks per system  
Systems Analyst - 2 weeks per system  
Programmer - 2 weeks per system  
Quality Assurance Specialist - 2 days

Systems: Automated Directives Digest Bulletin System  
Wild Horse and Burro System



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Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

**7.6.2.2 Schedule**

Start Date - Award + 3  
End Date - Award + 8  
Duration - 5 months

**7.6.2.3 Dependencies**

Software & interface design document.

**7.6.2.4 Deliverables**

Eleven SIP II software test plans.

**7.7 Review Critical Design**

**7.7.1 Review Detailed Design**

The contractor shall produce a detailed design document based on further analysis of preliminary design and BLM review. BLM will conduct a more thorough review for technical application and user acceptance. People for all functional areas will be identified to complete review. This review is most critical, since it will be the last design review before software coding will begin.

**7.7.1.1 Skills**

Rehost Manager, Data Administration, two Systems Analysts from SIP II.

Technical review - understanding of current systems methodology and modernization platform, understanding of systems requirements for SIP I & II systems, knowledge of current teleprocessing applications and data base requirements.

Business functions - evaluate SIP II system designs.



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Data Dictionary - understands current Data Dictionary functions, data elements, edit values and future BLM Data Dictionary needs.

Data Base - knowledge of current hierarchial data base design structure and analysis needed to build relational data base.

Data Conversion - knowledge of master and archive file inventory and format descriptions and ability to run independent file compare tests.

Full time - 2 weeks

Technical Manager - 2 weeks per system

Data Administration Manager - 2 weeks

Data Base Manager - 2 weeks

Honeywell Expert - 2 weeks

Eleven Systems SIP II

User Representative - 2 weeks per system

Systems Analyst - 2 weeks per system

Programmer - 2 weeks per system

Quality Assurance Specialist - 2 days

Systems: Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

### 7.7.1.2 Schedule

Start Date - Award + 3

End Date - Award + 8

Duration - 5 months

### 7.7.1.3 Dependencies

Software & interface design document.

### 7.7.1.4 Deliverables

Eleven detailed designs.



### 7.7.2 Develop Software Test Description

The User Representatives and BLM programmers shall establish test responsibilities, test cases and expected results in a CSUI software development file for SIP II. User representatives and application programmers will thoroughly review actual test data and test cases. Testing will verify most system requirements. If test data on Honeywell exists, this will be compared to ensure all functional requirements have been tested. The contractor can use test descriptions generated by BLM User representatives to system test rehosted Bureauwide Administrative Systems. The contractor will prepare own unit test data.

#### 7.7.2.1 Skills

Two systems analysts from SIP II, user representative per assigned system.

Full time -

Test Manager - 2 weeks per system

Eleven Systems SIP II

User Representative - 2 weeks per system

Systems Analyst - 2 weeks per system

Programmer - 2 weeks per system

Quality Assurance Specialist - 2 days

Systems: Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

#### 7.7.2.2 Schedule

Start Date - Award - 2

End Date - Award + 3

Duration - 5 months

#### 7.7.2.3 Dependencies

Detail Design



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**7.7.2.4 Deliverables**

Eleven software test descriptions.

**8 SYSTEM & APPLICATION SOFTWARE CONVERSION BY CONTRACTOR**

1 month after Contract Award

12 months to rehost software

**8.1 SIP I Rehost**

Contractor makes environmental changes to software and test software using BLM test plan, procedures and test data. Cadastral survey, personal property and fire reporting still have Honeywell characteristics. If BLM decides to write a SRS instead of converting to interactive COBOL, contractor will have to produce a design for the online front-end and construct new code for online front-end on these rehosted systems as well. The contractor must update BLM documentation when appropriate.

**8.2 SIP II Rehost**

Contractor constructs new software and test software using BLM's test plan and contractor procedures.

**8.3 Review Contractor Software Development Folders**

The contractor shall code and test each CSU and record the test results in the software development files. BLM programmers will inspect software code for compliance to standards and maintainability. The contractor will deliver a software test report for each CSU for review by BLM user representative/programmer. The software test report must prove to BLM staff the goodness and accuracy of rehosted software.

**8.3.1 Skills**

Two systems analysts from SIP I & II, user representative/programmer per assigned system

Full time -

Test Manager - 2 weeks per system

Twenty-two Systems

User Representative - 2 weeks per system

Systems Analyst - 2 weeks per system

Programmer - 2 weeks per system

Quality Assurance Specialist - 2 days



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Systems: Historical Aircraft Use/Cost Data Base  
Motor Vehicle Reconciliation  
Cadastral Survey Field Note System  
Department Fleet Management System  
Personnel Management Evaluation Questionnaire  
Wildfire Automation Reporting System (BLM)  
BLM Financial Systems Interface  
Adopt-A-Horse  
Inventory Data System  
Automated Personal Property System  
Public Domain Forest Inventory System  
Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

### 8.3.2 Schedule

Start Date - Award + 3  
End Date - Award + 9  
Duration - 6 months

### 8.3.3 Dependencies

Critical Design Review

### 8.3.4 Deliverables

Reviewed contract test results and verification of requirement test results.

## 8.4 Review Monthly Progress Status Reports

Project Office must review Monthly Progress Status Reports to ensure contract's progress is on target and report problems to management.

### 8.4.1 Skills

Rehost Manager, Modernization Managers



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**8.4.2 Schedule**

Start Date - Award + 1  
End Date - Award + 24  
Duration - 24 months  
1 day to review monthly status report.

**8.4.3 Dependencies - None**

**8.4.4 Deliverables**

Twelve monthly progress status reports, report to BLM Management.

**8.5 Review Test Readiness**

The Project Office must review results of Software Development Folders to ensure all tests were complete and for standards compliance. The Project Office must review Contractor Test Readiness Report. This report must show BLM that all SIP I & II systems have been successfully tested and are ready for BLM user acceptance testing.

**8.5.1 Skills**

Rehost Manager

**8.5.2 Schedule**

Start Date - Award + 13  
End Date - Award + 13.5  
Duration - 1 week

**8.5.3 Dependencies**

Review Contract Software Development Folder.

**8.5.4 Deliverables**

Test Readiness Report, report to BLM Management

**9 USER ACCEPTANCE TESTING**

**9.1 Formal Pilot Office (BETA) Testing**



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### 9.1.1 Test Data Conversion

BLM needs to perform a verification test to ensure data integrity. This test will be performed at the Service Center. Programmers can use the Honeywell files to compare to the modernization contractor's data base. User representatives will query new data bases.

NOTE: External dependency: Implementation of hardware/communications and COTS software.

#### 9.1.1.1 Skills

Rehost Manager, Test Manager, User Representative/Programmer, One Systems Analyst from SIP I & II

Test Manager - 2 weeks  
Technical Manager - 2 weeks  
Data Administration Manager - 2 weeks  
Data Base Manager - 2 weeks  
Honeywell Expert - 2 weeks  
Twenty-two Systems  
User Representative - 2 weeks per system  
Systems Analyst - 2 weeks per system  
Programmer - 2 weeks per system

Systems: Historical Aircraft Use/Cost Data Base  
Motor Vehicle Reconciliation System  
Cadastral Survey Field Note System  
Department Fleet Management System  
Personnel Management Evaluation Questionnaire  
Wildfire Automation Reporting System (BLM)  
BLM Financial Systems Interface  
Adopt-A-Horse  
Inventory Data System  
Automated Personal Property System  
Public Domain Forest Inventory System  
Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan



#### 9.1.1.2 Schedule

Start Date - Award + 8  
End Date - Award + 18  
Duration - 10 months

This may be all systems or staggered acceptance may be necessary.

#### 9.1.1.3 Dependencies

Review Test Readiness Report.

#### 9.1.1.4 Deliverables

Tested data conversion and verification of data conversion.

#### 9.1.2 Test Applications - Service Center

This testing is primarily concerned with application testing of all SIP I & II systems. A great deal of effort by user representative/BLM programmers will be needed for this verification. Many of the Bureauwide Administrative Systems primarily support specific State needs. User representatives require State testing and approval of these SIP II systems before acceptance is complete. State users have the most knowledge of day-to-day problems and can more fully test these systems. State user representatives and State users will be perform acceptance testing in the Service Center at Award + 8. Since SIP II software will be a new code, all functions must be tested. Parallel tests will be one level of testing (comparing results of Honeywell run to Modernization platform run). User representatives need to develop test cases to test all functionality of SIP II systems. Once a system has passed user acceptance, the user owner along with user representative must certify to the Rehost Manager that the system passed acceptance.

RETARS will be tested first at the Service Center and after acceptance by the system owner/representative will be released to pilot offices for further testing.

NOTE: External dependency: Implementation of hardware/communications and COTS software.

#### 9.1.2.1 Skills

Rehost Manager, Test Manager, Systems Analysts from SIP I & II, User Representative/Programmer for each system



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Test Manager - 2 weeks  
 Technical Manager - 2 weeks  
 Twenty-two Systems  
 User Representative - 2 weeks per system  
 Systems Analyst - 2 weeks per system  
 Programmer - 2 weeks per system

<u>Systems</u>	<u>SC Testing</u>	<u>State User</u>
Historical Aircraft Use/ Cost Data Base	NV	Aviation Mgmt Spec.
Motor Vehicle Reconciliation System		
— Cadastral Survey Field Note System		
Department Fleet Management System		
Personnel Management Evaluation Questionnaire		
Wildfire Automation Reporting System (BLM)	SC	User Rep Information Systems Specialist
BLM Financial Systems Interface		
Adopt-A-Horse		
Inventory Data System		
Automated Personal Property System (APPS)		
Public Domain Forest Inventory System		
Automated Directives Digest Bulletin System	ESO	Records Manager
Wild Horse and Burro System	ESO NV	Records Mgmt Spec Wild Horse & Burros Specialist
Library Reference System	NM, NV	Records Managers
Material Disposal System	OR	Material Disposal Users
	NM	Forester
Automated Fleet Management System	OR	Property Mgmt Spec
Remote Entry of Time and Attendance (RETARS)	NM	
Bond/Surety System	WY	Bond Coordinator
Master Name System		
Administrative Dictionary	ID, OR	Data Administrator
Wildlife System	AR	Threaten Endangered Species Prog. Lead
	CO	Fisheries Biologist
BIFC Fire Management Plan	SC	Fire Mgmt Spec.

SC-615?



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### 9.1.2.2 Schedule

Start Date - Award + 8  
End Date - Award + 18  
Duration - 10 months

### 9.1.2.3 Dependencies

Data Conversion Test

### 9.1.2.4 Deliverables

Tested applications.

## 9.2 Test and Evaluate Operational Performance

Project Management Office will test SIP I & II systems performance with the WAN & Service Center. This testing is primarily concerned with performance issues and possible unique testing concerns of the State Office.

The Project Management Office will test queries and reports for administrative systems. The Service Center could test the backup capability. RETARS will receive application testing in pilot offices as well. The DPS6 at the States processes front end screens and edits. The DPS8000 via a Line-Editor updates yearly a FY 192 and Holiday file. Yearly, the States download these files for DPS6. They provide edit logic for DPS6 software. The States (DPS6) transfer edited screen data (file) to the Bureau of Reclamation. Each State also maintains backup files for a backup site for contingency processing. If a State system is not functioning, a backup State must be able to process RETARS for them. The communication links and performance must be evaluated for RETARS as well as all Bureauwide administrated systems being rehosted.

### 9.2.1 Skills

Rehost Manager, Test Manager, IRM Chief, Users of tested systems

Test Manager - 2 weeks per State  
Technical Manager - 2 weeks per State  
IRM Chief - 5 months



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### 9.2.2 Schedule

Start Date - Award + 19

End Date - Award + 24

Duration - 5 months

### 9.2.3 Dependencies

Test applications - Service Center

### 9.2.4 Deliverables

Acceptance of operational performance and acceptance of backup capability.

## 9.3 State-Unique Testing

State-unique systems that will be rehosted by the modernization contractor are the responsibility of the States for user acceptance. States must develop test plans. States must certify to the Project Office that these State-unique systems have passed acceptance.

Also, State-unique systems that will not be rehosted by the modernization contractor are the responsibility of the States for user acceptance. States must develop test plans and submit a test plan to the Project Office. We need to ensure that the States will have a test plan in place by contract award.

### 9.3.1 Skills

IRM Chief, Users, State Programmers

### 9.3.2 Schedule

Start Date - Award + 14

End Date - Award + 22

Duration - 8 months

### 9.3.3 Dependencies

No dependency in this workplan.

### 9.3.4 Deliverables

Acceptance of State-unique systems.



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### 9.4 Parallel Testing

Parallel testing will be needed and will be performed for SIP I and SIP II systems at the Service Center. SIP I already has test files for comparison. Based on the test description the contractor must produce files to test SIP II, BLM will use these files for parallel testing. Due to the importance of RETARS and multiple operational platforms, parallel testing will be conducted at pilot offices.

#### 9.4.1 Skills

Rehost Manager, Test Manager, two Systems Analysts from SIP I, User Representatives/Programmer

Test Manager - 2 months  
Technical Manager - 2 months  
RETARS Analyst/Programmer - 2 months

#### 9.4.2 Schedule

Start Date - Award + 11  
End Date - Award + 13  
Duration - 2 month

#### 9.4.3 Dependencies

Test applications - Service Center

#### 9.4.4 Deliverables

Acceptance of parallel test results.

## 10 IMPLEMENTATION

### 10.1 Transition to New Platform

When the final cutover to the new hardware/software platform is to take place, a procedure to manage BLM tasks and contractor needs to be in-place. This may be covered in the transition plan. This is primarily concerned with moving master file and archive file data to new platform and cutover of rehosted software for operational use.

#### 10.1.1 Skills

Rehost Manager, Test Manager, Operations Managers



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### 10.1.2 Schedule

Start Date - Award + 20.5

End Date - Award + 29

Duration - 1 week

### 10.1.3 Dependencies

Test applications - Service Center

### 10.1.4 Deliverables

Modernization transition procedure.

## 10.2 Transfer to O & M

There may be incremental stages when Operations & Maintenance (O&M) assumes maintenance responsibilities. The Project Management Office will develop a procedure to transfer responsibilities to O & M. When SIP I systems have been rehosted and passed user acceptance, these systems will be turned over to O&M. Procedures must be in-place to manage and assign responsibilities.

### 10.2.1 Skills

Rehost Manager, Test Manager, Operations Managers

### 10.2.2 Schedule

Start Date - Award + 16.5

End Date - Award + 17

Duration - 1 week

### 10.2.3 Dependencies

Test applications - Service Center

### 10.2.4 Deliverables

Transfer to O & M procedure.

## 10.3 Disconnect Honeywell

Approximately 24 months after Contract Award, Honeywell hardware will be disconnected. By this time, all Bureauwide and State-unique software must be rehosted and fully tested on modernization platform.



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### 10.3.1 Skills

Rehost Manager, Operations Managers

### 10.3.2 Schedule

Start Date - Award + 24

End Date - Award + 24.5

Duration - 1 week

### 10.3.3 Dependencies

Transfer to O & M.

### 10.3.4 Deliverables

Disconnect Honeywell procedure.

## 11 POST REHOST REVIEW

Report major issues and problems.

### 11.1 Skills

Rehost Manager, Operations Managers, Test Manager, Systems Analysts from SIP I & II, user owners, user representatives

### 11.2 Schedule

Start Date - Award + 25.5

End Date - Award + 26

Duration - 2 weeks

### 11.3 Dependencies

Disconnect Honeywell.

### 11.4 Deliverables

Post Rehost Review Report.



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GLOSSARY

- ANSI - American National Standard sequential file
- ASCII - American Standard Code for Information Interchange
- CSCI - Computer Software Configuration Unit
- Data Base - This refers to Modernization Rational Data Base
- Flat File - ANSI Standard ASCII Character Set  
Elements containing COMP, COMP-4, COMP-6 will be  
converted to display format.
- GUI - Graphical User Interface (Windows Screen Design)
- Parallel Test - The same test data is run on the Honeywell and  
then compared to test results on the  
Modernization platform
- SC - Service Center
- SCD-IM-92-157 - Instruction Memorandum to freeze SIP II  
documentation from 1260 changes
- SIP - Software Improvement Project
- SIP I - Historical Aircraft Use/Cost Data Base  
Motor Vehicle Reconciliation System  
Cadastral Survey Field Note System  
Department Fleet Management System  
Personnel Management Evaluation Questionnaire  
Wildfire Automation Reporting System (BLM)  
BLM Financial Systems Interface  
Adopt-A-Horse  
Inventory Data System  
Automated Personal Property System (APPS)  
Public Domain Forest Inventory System

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SIP II - Automated Directives Digest Bulletin System  
Wild Horse and Burro System  
Library Reference System  
Material Disposal System  
Automated Fleet Management System  
Remote Entry of Time and Attendance (RETARS)  
Bond/Surety System  
Master Name System  
Administrative Dictionary  
Wildlife System  
BIFC Fire Management Plan

Software Development Folders - Contractor will maintain Software Development Folders for all Bureauwide administrative systems. They will contain source code and test results. BLM user representatives, programmers, and analysts will review and accept, before BLM Acceptance Testing will begin.

SRS - Software Requirements Specification

TP - Transaction Processing for Honeywell Online coding

WAN - Wide Area Network

WO - Washington Office







